



CITY OF COLLEGE STATION
HUMAN RESOURCES
POST OFFICE BOX 9960 1101 TEXAS AVENUE
COLLEGE STATION, TEXAS 77842-9960
TELEPHONE: (979)764-3517 FAX: (979)764-3800

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Specific position applying for: _____ Desired Salary: _____

Additional positions applying for: _____

Are you seeking: ☐ Full-time ☐ Part-time ☐ Temporary/Seasonal employment? Date available for work: _____

Last Name First Name Middle Name Social Security Number

Present Street Address City State Zip Code

Home Telephone Work Telephone E-Mail (optional)

If under 18 years of age, can you provide required proof of your eligibility to work? Yes ☐ No ☐

Are you legally eligible to work in the U.S.? (Verification will be required upon hire) Yes ☐ No ☐

Have you ever served in the Armed Forces? Yes ☐ No ☐ Date of Service: _____ to _____

Type of Discharge: _____

Are you currently a City employee? Yes ☐ No ☐ If yes, list the department and position: _____

Have you ever been employed by the City? Yes ☐ No ☐ If yes, list the department(s) and dates below:

Department	Position	From	To

Are you related by blood or marriage to any current City of College Station employee or current Council member?

Yes ☐ No ☐ If yes, please provide the following information:

Name	Relationship	Department/Position

Have you been convicted of a DUI or DWI within the past 3 years? Yes ☐ No ☐

Is your license presently restricted, suspended or revoked? Yes ☐ No ☐

If yes, give the reason: _____ date it began _____, and date ended (or will end) _____

Do you have charges pending or have you admitted guilt or been found guilty, including Deferred Adjudication, of committing a felony or Class A or B misdemeanor? Note: Include offenses for which probation was granted, exclude minor traffic violations, but include DUI/DWI. Yes ☐ No ☐ If yes, explain in the space provided.

Date	Offense	County & State of Offense	Disposition

IMPORTANT! A conviction or deferred adjudication record will not be an absolute to bar employment. Factors such as nature of offense, date and relationship between offense and the position for which you are applying will be considered. **However, a false statement or omission of any information will bar employment.**

EDUCATION

List Name and Address of Schools: High School or GED: _____ _____ College or University: _____ _____ Subjects Studied: _____ _____ _____ Vocational or Technical: _____ _____ Subjects Studied: _____ _____ _____	Number of Years Completed	Diploma/ Degree/ Certificate
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JOB RELATED SKILLS AND/OR LICENSES AND CERTIFICATIONS

What skills or additional training do you have that are related to the job for which you are applying?

Typing (wpm) _____ Ten-key by touch _____
 Computer software _____
 Heavy equipment _____
 Technical/Skilled craft (mechanic, electrician, engineering, etc.) _____
 Maintenance skills (painting, custodial, grounds, etc.) _____
 Supervisory/Management Skills _____
 Customer Service/Interpersonal Relations _____
 Other special skills _____

Bilingual Skills

<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair

NOTE: Applicants may be required to provide copies of licenses and certifications.

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)

Driver's License Number _____ License issued by the State of: _____

What type of license do you have? Commercial (CDL) Class ☐ A ☐ B ☐ C **or** Operators Class ☐ A ☐ B ☐ C

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first.

Name of Employer	Supervisor(s) Name/Title
Address	Employed From (mo/yr) / To (mo/yr) /
City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	
What did/do you like the most about this position? _____, the least? _____	

Name of Employer	Supervisor(s) Name/Title
Address	Employed From (mo/yr) / To (mo/yr) /
City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	
What did/do you like the most about this position? _____, the least? _____	

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City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	
What did/do you like the most about this position? _____, the least? _____	

Comments: Include explanation of any gaps in employment: _____

Have you ever been discharged from any employment or asked to resign in lieu of discharge? Yes ☐ No ☐

If yes, specify the circumstances: _____

Have you worked or attended school under any other names? Yes ☐ No ☐

If yes, give names: _____

EMPLOYMENT, PROFESSIONAL, AND/OR ACADEMIC REFERENCES

Name	Address	Telephone	Type of Acquaintance	Years Known

SOURCE OF REFERRAL

How did you find out about us/this position?

- ☐ Walk-in ☐ City Employee ☐ Job Line ☐ Cable Television ☐ Internet Web Page
- ☐ Newspaper _____ ☐ Radio _____
- ☐ Professional Journal _____ ☐ Job Fair _____
- ☐ Recruiting Drive _____ ☐ Other _____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

By my signature below, I certify, authorize or acknowledge:

That all the information provided by me in connection with my application, whether on this document or on any attachment, is complete, true and correct. I know the City will rely upon this information in making a decision to hire me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the City obtains such information after I am hired, I will be subject to termination from my employment with the City.

For the purpose of verification, any persons, organizations, and educational institutions listed on this application or any attachment may give any and all requested information concerning my previous employment, education, experience or other information to the City.

That as a condition of employment with the City, I must successfully pass a thorough background investigation, which may include a criminal history check, driving record verification, etc.

That as a condition of employment with the City, I may be required to submit to a medical examination and/or drug test by a physician or laboratory selected by and at the expense of the City at such time as is required.

That any offer of employment with the City of College Station is at-will and does not constitute a promise or guarantee that my employment will continue for any specified period of time.

That any employment offer will be at the continuing discretion of the department directors, division managers and supervisors concerned. I am aware that this application and all attachments will become the property of the City and will become a part of my personnel file if I am accepted for employment.

That if employed, I must successfully complete an introductory period of employment.

Signature: _____ Date: _____

Please submit completed application in person, online, or by fax to:
City of College Station
Human Resources Department
1101 Texas Ave.
College Station, TX 77842

Online: www.ci.college-station.tx.us/jobline/cstx.htm
Fax: (979) 764-3800